

Preschool Department Registration

- The Township of Union Preschool Program is for students turning 4 years of age on or before October 1, 2020.
- All preschool classrooms are full-day classrooms with a maximum of 15 students per class.
- All preschool registration packets are processed with Nichelle Beeks, Preschool Administrative Assistant. Your application for preschool enrollment will not be processed until all required documents are received. If you have any questions or concerns with pre-registering online, please feel free to contact Nichelle Beeks, via email nbeeks@twpunionschools.org or via phone (908) 851-6557.

Please see the steps below to complete your preschool registration:

Step 1: The first requirement is to pre-register your student on the district's website at www.twpunionschools.org. Here you will gain access to our Genesis' student registration application by clicking on the following link: **New Student Registration Link**. Next, click on the red box that says "[Register Online](#)". Once you have completed the online registration, you will receive an email confirmation, please bring the confirmation with you when completing the registration process at the school.

Step 2: Upload the required documents to Genesis.

Registration Requirements:

- Original Birth Certificate
- Immunization Records
- Physical Examination Form (Universal Child Health Record)
- Proof of Residency (current lease, deed, or mortgage statement)
- Four different utility bills with name and address (ex. Homeowner's policy, pay stub, bank statement, credit card bill, car insurance policy, etc...)
- Proof of custody- if applicable
- Driver's License or State ID (Union residence address)
- Notarized Affidavit (If you live with a family member)
- All documents must be in English to process your preschool registration.